



## **JOB DESCRIPTION**

**TITLE:** BUILDING OFFICIAL

**DEPARTMENT:** Development Approvals

**LEVEL:** See Letter of Understanding re: Building Officials

**Position Last Evaluated: Dec 2014**  
**Job Desc. Last Updated: May 2021**

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### **JOB SUMMARY**

Under the general direction of the Supervisor, Building Inspections, reviews and processes building permit applications, ensuring that the design of proposed construction meets the requirements of applicable regulations. Inspects ongoing construction for compliance with relevant regulations, takes action necessary to ensure all deficiencies and/or infractions are corrected.

### **TYPICAL DUTIES AND RESPONSIBILITIES**

1. Building Officials will be required to perform work that is associated with the levels that they have obtained through the Building Officials Association of British Columbia (BOABC). These are noted below:
  - Level 1 - Plan reviews and/or inspections that are associated with the scope of practice outlined in the Building Act for Building Level 1 or Plumbing Level 1.
  - Level 2 – Plan reviews and/or inspections that are within the scope of practice outlined in the Building Act for Building Level 2 and Plumbing Level 1.
  - Level 3 - Plan reviews and/or inspections that are within the scope of practice outlined in the Building Act for Building Level 3 and Plumbing level 2
2. Initiates, processes and monitors building, plumbing, mechanical and sign permit applications, calculates permit fees and enters pertinent information into the computer system.

**TYPICAL DUTIES AND RESPONSIBILITIES cont.**

3. Inspects work in progress at intervals sufficient to ensure work is done in compliance with the approved design.
4. Reviews plans and specifications prepared by architects, engineers, and designers to ensure that proposed construction projects are designed in compliance with all applicable codes and regulations.
5. Manages project files and refers to other departments and/or regulatory agencies when specialized approvals are required, and ensures that designers and/or developers are notified of deficiencies. Coordinates referral returns.
6. Monitors illegal construction and/or applicable bylaw infractions and takes appropriate action to rectify.
7. Researches and responds to technical and procedural inquiries from the general public and staff, and provides recommendations on bylaws and building regulation interpretations.
8. Communicates design and construction deficiencies to architects, engineers, designers, and project managers and ensures steps are taken to correct such items.
9. May provide orientation training to new or temporary staff.
10. Keeps up to date with changes and advancements in the building industry through demonstrated continued professional development as required by the BOABC.
11. Performs other duties as required.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

Considerable knowledge of the BC Building, Plumbing and Fire Codes, N.F.P.A. Standards, relevant federal, provincial and municipal statutes, regulations, and bylaws.

Considerable knowledge of building construction methods and materials.

Basic computer skills with Municipal computer programs (such as Prospero) and with Microsoft Office programs.

Excellent verbal and communication skills.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES cont.**

Ability to check plans and specifications and inspect ongoing construction of all complexities to ensure compliance with the Building, Plumbing and Fire codes, City Building and Zoning Bylaws and N.F.P.A Standards.

Ability to use tact and discretion when settling requests, complaints, or clarifying information.

Ability to prepare concise reports and correspondence.

**MINIMUM TRAINING AND EXPERIENCE REQUIRED**

Possession of an Interprovincial Trades Qualification in Carpentry or Plumbing or a diploma from a recognized technical institute in Building Technology and a minimum of 2 years' building design and construction experience, and one of the following:

- Level 1 Building Official - Successful completion of the Building Officials Association of BC (BOABC) Level 1 building specialization exams or successful completion of the Level 1 plumbing specialization exam.
- Level 2 Building Official – BOABC Level 2 building certification and Level 1 plumbing certification.
- Level 3 Building Official – BOABC Level 3 building certification and Level 2 plumbing certification.

Possession of a valid Class 5 BC Driver's Licence.

Satisfactory Criminal Record Check.

**GENERAL STANDARDS**

All employees shall take reasonable care to protect their health and safety, and the health and safety of other persons by becoming familiar with the Occupational Health & Safety (OH&S) Program, following established safe work procedures, using protective equipment, and asking for training if unfamiliar with work requested to perform.

Must be in good health and have sufficient physical strength and agility to perform required work activities of this position.

Contributes in maintaining a respectful, safe, and supportive work environment that embraces diversity and where everyone is treated with courtesy, dignity, and fairness.

**GENERAL STANDARDS cont.**

Adheres to City policies and objectives.